



San Antonio Water System
PROJECT CONSTRUCTION PROGRAM

CONFERENCE MEMORANDUM

PROJECT: _____ JOB NO: _____

CONFERENCE DATE: _____

CONFERENCE LOCATION: _____

ATTENDANTS: _____

DISTRIBUTION: _____

PURPOSE:: _____

DISCUSSION: The following is our understanding of the subject matter covered in this conference. If this differs with your understanding, please notify us.

FILE: _____ PREPARED BY: _____